Community Workshop Facilitator Guide

Running inclusive, source-grounded civic workshops

COMMUNITY BUILDER COLLECTION
Community Organization
CSUC-CBL-007

Where This Book Fits

> **Collection:** COMMUNITY BUILDER COLLECTION
>
> **Pathway:** Community Organization
>
> **For:** Organizers; facilitators; librarians
>
> **Purpose:** Provide session patterns, accessibility checks, and local-supplement boundaries.

How to Use This Book

Read from the beginning for a guided introduction, or use the contents and topic finder to locate specific material. Source modules retain their recorded order and identity. Where local law, policy, or professional direction applies, consult the controlling authority.

Connection to the Civic Station Library

This volume is part of the Civic Station Universal Core library. The source archive remains the durable record; this book provides a reader-oriented route through selected material.

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

Community Organization Starter Package Guide

Title: Community Organization Starter Package Guide

Purpose: Help community groups select materials for governance, volunteers, partnerships, events, and improvement.

Relationship to Universal Core: The selected documents remain independent Universal Core modules and may be supplemented with clearly labeled local material.

STARTER SET

- CS-001 — What is a Civic Station?
- CSF-0004 — Who This Library Serves
- CSF-0025 — Institutional Deployment Guide
- CSF-0026 — Community Collection Guide
- OM-003 — Volunteer Handbook
- OM-007 — Community Partnership Handbook
- OM-008 — Community Events and Outreach Handbook

ADD BY NEED

- Governance: CSA governance frameworks
- Planning: CSA planning frameworks
- Communication and outreach: related OM handbooks
- Evaluation: evaluation and performance modules
- Sustainability: sustainability and continuity modules
- Knowledge preservation: OM-005, OM-010, and CSF-0032

WORKING METHOD

Select a small packet for each initiative. Record the IDs used, assign local responsibilities, and review the packet after major organizational changes.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Civic Station Community Network Civic Workshop Handbook Reference Edition V1.0.0

OM-253

CIVIC STATION COMMUNITY NETWORK CIVIC WORKSHOP HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-253

Title: Civic Station Community Network Civic Workshop Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-252

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1. PURPOSE

This handbook establishes recommended practices for organizing and conducting civic workshops within the Civic Station Community Network.

The civic workshop model provides a framework for creating structured learning opportunities where community members can develop knowledge, skills, and practical understanding through guided educational sessions.

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2. OBJECTIVES
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Civic workshops should:

- Provide practical learning opportunities • Encourage community

participation • Support skill development • Improve civic understanding

- Create opportunities for discussion • Strengthen community capability

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3. WORKSHOP PRINCIPLES
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Civic workshops should emphasize:

- Accessibility • Clear instruction • Respectful discussion • Practical

application • Participant engagement • Continuous improvement

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4. WORKSHOP TYPES
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Civic workshops may include:

- Civic education sessions • Participation training • Community planning

workshops • Volunteer development sessions • Leadership workshops • Public information events

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5. WORKSHOP DEVELOPMENT

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Organizations should define:

- Workshop objectives • Intended participants • Learning materials •

Facilitator responsibilities • Activity structure • Evaluation methods

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6. WORKSHOP

FACILITATION

Civic Stations should support:

- Prepared facilitators • Organized materials • Participant engagement •

Question and discussion opportunities • Learning activities • Feedback collection

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7. WORKSHOP EVALUATION

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Organizations should review:

- Participant experience • Learning outcomes • Workshop effectiveness •

Community needs • Improvement opportunities

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8.

DOCUMENTATION

Maintain records including:

- Workshop plans • Learning materials • Attendance information •

Feedback records • Evaluation results • Improvement recommendations

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9.

CONTINUOUS IMPROVEMENT

Civic Station civic workshop capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

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10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station workshop network where communities can access structured learning opportunities that build civic knowledge, practical skills, and effective participation.

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END OF OM-253
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Community Organization Pathway

Title: Community Organization Pathway

Purpose: Provide a simple entrance for resident-led groups, associations, coalitions, and local initiatives.

Relationship to Universal Core: The pathway selects independent modules for local use and does not impose governance, representation, or membership rules on any organization.

Intended audience: Neighborhood groups, civic associations, coalitions, volunteer initiatives, mutual-aid groups, and local organizers.

WHY THIS PATHWAY MAY BE RELEVANT

Community organizations connect residents, local knowledge, participation, partnerships, events, communication, services, and problem solving.

Starting documents:

- CS-001 — What is a Civic Station?
- CSF-0004 — Who This Library Serves
- CSF-0026 — Community Collection Guide
- OM-003 — Volunteer Handbook
- OM-007 — Community Partnership Handbook
- OM-008 — Community Events and Outreach Handbook

Recommended next areas:

- Local governance and decision practices

- Volunteer engagement and retention
- Events, outreach, and communication
- Partnerships with institutions
- Evaluation, sustainability, and knowledge preservation

Related pathways:

- NONPROFIT_PATHWAY.txt
- CITIZEN_PATHWAY.txt
- MUNICIPAL_GOVERNMENT_PATHWAY.txt
- LIBRARY_SYSTEM_PATHWAY.txt

USE NOTE

This pathway is optional navigation, not a mandatory curriculum, operating directive, or assertion of authority. Applicable constitutions, laws, regulations, court rules, policies, professional standards, and duly assigned institutional authorities remain controlling. The complete Universal Core archive remains available when the starting set is too narrow for the question.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Universal Core Information Organization Framework

CSA-2142 Civic Station Architecture Universal Core Information Organization Framework

Purpose

This document establishes the Universal Core Information Organization Framework for the Civic Station Universal Core. It defines enterprise methods for classifying, categorizing, indexing, describing, and organizing information so it can be consistently located, understood, shared, and managed throughout its lifecycle.

Definition

Universal Core Information Organization is the structured governance of information classification, taxonomy, metadata, indexing, naming conventions, and organizational structures that provide consistent access to organizational knowledge and records.

Objectives

- Establish consistent enterprise information organization. • Improve

information discovery and retrieval. • Standardize classification and metadata practices. • Support interoperability across Civic Station systems. • Preserve organizational knowledge through consistent structures.

Guiding Principles

1. Information should be organized using common enterprise standards.

2. Classification should reflect organizational needs and mission.

3. Metadata should improve discoverability and context.

4. Organization should support accessibility while protecting sensitive

information.

5. Organizational structures should evolve through continual

improvement.

Information Organization Domains

Classification - Information classes - Sensitivity levels - Functional categories - Retention groupings

Taxonomy - Enterprise taxonomy - Subject hierarchies - Controlled vocabularies - Topic relationships

Metadata Management - Standard metadata - Descriptive metadata - Administrative metadata - Lifecycle metadata

Indexing and Retrieval - Search indexes - Cross-references - Keywords - Retrieval optimization

Naming Standards - Naming conventions - Version identification - Unique identifiers - Repository consistency

Information Organization Process

1. Identify organizational information structures.

2. Establish classification and taxonomy standards.

3. Apply metadata and naming conventions.

4. Index and organize information assets.

5. Validate accessibility and consistency.

6. Review organizational effectiveness.

7. Continually improve enterprise information organization.

Information Organization Review Questions

- Is information consistently classified?
- Are taxonomy standards being followed?
- Is metadata complete and accurate?
- Can authorized users easily locate information?
- What improvements will strengthen organization?

Characteristics of Effective Information Organization

- Consistent • Structured • Discoverable • Accessible • Scalable •

Interoperable • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2140 Universal Core Information Architecture Framework
- CSA-2141 Universal Core Information Governance Framework
- CSA-2126 Universal Core Information Resource Framework
- CSA-2139 Universal Core Communications Architecture Integration

Framework

- CSA-2120 Universal Core Service Lifecycle Integration Framework
- CSA-2130 Universal Core Resource Architecture Integration Framework

It establishes the Information Organization domain within the Universal Core Information Architecture, providing enterprise standards for classification, taxonomy, metadata, indexing, and information structures.

Editorial Guidance

Information organization should enable every authorized user to locate the right information at the right time. Consistent organizational structures, metadata, and taxonomy reduce duplication, improve collaboration, preserve institutional knowledge, and strengthen enterprise information management.

End of CSA-2142

Universal Core Knowledge Organization Framework

CSA-2152 Civic Station Architecture Universal Core Knowledge Organization Framework

Purpose

This document establishes the Universal Core Knowledge Organization Framework for the Civic Station Universal Core. It defines enterprise standards for structuring, classifying, mapping, describing, and organizing organizational knowledge so it can be consistently discovered, understood, shared, and applied throughout the enterprise.

Definition

Universal Core Knowledge Organization is the structured governance of knowledge taxonomies, ontologies, metadata, knowledge maps, classifications, relationships, and organizational structures that improve discovery, understanding, reuse, and long-term preservation of institutional knowledge.

Objectives

- Establish consistent enterprise knowledge organization.
  - Improve

knowledge discovery and retrieval. • Standardize taxonomies, metadata, and relationships. • Support interoperability across knowledge systems.

- Preserve institutional knowledge through consistent structures.

Guiding Principles

1. Knowledge should be organized using enterprise standards.

2. Organizational structures should support mission execution.

3. Metadata should improve context and discoverability.

4. Knowledge relationships should be explicit and reusable.

5. Organization should evolve through continual improvement.

Knowledge Organization Domains

Knowledge Classification - Functional categories - Subject domains - Capability groupings - Knowledge classes

Knowledge Taxonomy - Enterprise taxonomy - Controlled vocabularies - Subject hierarchies - Topic relationships

Knowledge Ontology - Concept relationships - Entity definitions - Semantic models - Knowledge graphs

Metadata Management - Descriptive metadata - Administrative metadata - Lifecycle metadata - Discovery metadata

Knowledge Mapping - Knowledge maps - Cross-references - Expertise directories - Dependency mapping

Knowledge Organization Process

1. Identify enterprise knowledge structures.

2. Establish taxonomy and ontology standards.

3. Apply classifications and metadata.

4. Organize knowledge repositories and relationships.

5. Validate discoverability and consistency.

6. Evaluate organizational effectiveness.

7. Continually improve enterprise knowledge organization.

Knowledge Organization Review Questions

- Is knowledge consistently organized?
- Are taxonomy standards being followed?
- Is metadata complete and accurate?
- Can authorized users locate needed expertise?
- What improvements will strengthen knowledge organization?

Characteristics of Effective Knowledge Organization

- Structured • Consistent • Discoverable • Connected • Scalable •

Sustainable • Mission-Centered

Relationship to Other Frameworks

This framework extends:

- CSA-2150 Universal Core Knowledge Management Architecture Framework
- CSA-2151 Universal Core Knowledge Governance Framework
- CSA-2149 Universal Core Information Architecture Integration

Framework

- CSA-2140 Universal Core Information Architecture Framework
- CSA-2126 Universal Core Information Resource Framework
- CSA-2120 Universal Core Service Lifecycle Integration Framework
- CSA-2130 Universal Core Resource Architecture Integration Framework

It establishes the Knowledge Organization domain within the Universal Core Knowledge Management Architecture, providing enterprise standards for classification, taxonomy, ontology, metadata, knowledge maps, and semantic relationships.

Editorial Guidance

Knowledge organization should enable every authorized participant to quickly discover, understand, and apply organizational expertise. Well-designed knowledge structures reduce duplication, strengthen collaboration, preserve institutional memory, and improve enterprise learning across the Civic Station Universal Core.

End of CSA-2152

- Civic Station Foundation Library And Educational Use Guide

CSF-0013 Civic Station Foundation Library and Educational Use Guide

Purpose

The Civic Station Foundation Library and Educational Use Guide explains how libraries, schools, educational institutions, community learning programs, and public information organizations can use Civic Station Universal Core materials.

The Universal Core is designed to support civic learning by making organized civic knowledge resources available for educational and community purposes.

Role of Libraries

Libraries serve as trusted locations for preserving and sharing knowledge.

Civic Station Universal Core materials may support libraries by providing:

- Civic reference materials • Community learning resources • Public

information collections • Educational discussion materials • Local knowledge resources

Libraries may create collections that match the needs of their communities.

Educational Use

Schools and educational institutions may use Civic Station materials to support:

- Civic education • Classroom discussions • Research activities •

Community learning programs • Public understanding initiatives

Materials may be adapted into educational formats appropriate for different audiences.

Community Learning

Civic learning does not only occur in classrooms.

Communities learn through:

- Public meetings • Libraries • Organizations • Volunteer activities •

Community discussions • Local projects

The Universal Core supports these learning environments by providing shared references.

Creating Civic Collections

Institutions may organize materials by:

Subject:

- Government • Infrastructure • Public safety • Education • Health •

Environment • Economy

Audience:

- Citizens • Students • Leaders • Organizations • Departments

Purpose:

- Reference • Training • Discussion • Research • Community improvement

Educational Adaptation

Organizations may adapt materials to improve accessibility and understanding.

Examples include:

- Creating study guides • Developing discussion materials • Translating

documents • Creating local resource collections • Adding educational examples

When adapting materials, users are encouraged to preserve:

- Document identifiers • Original titles • Version information • Archive

references

Supporting Civic Literacy

A strong civic culture depends on people understanding:

- How communities function • How responsibilities are organized • How

systems connect • How participation works • How improvement occurs

Civic Station Universal Core supports civic literacy by providing a structured reference framework.

Public Access

Libraries and educational institutions are encouraged to make materials accessible to their communities through:

- Physical collections • Digital archives • Learning programs •

Community events

Public Domain Commitment

Civic Station Universal Core materials are released as public-domain civic knowledge resources.

Educational institutions and libraries may reproduce and distribute materials for learning and community purposes.

Archive Information

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Document Information

Document ID: CSF-0013

Series: Civic Station Foundation

Version: Universal Core Architecture Edition 1.0

Version Publication Foundation Development Edition

- Civic Station Foundation Binder Organization Guide

CSF-0030 Civic Station Foundation Binder Organization Guide

Purpose

The Civic Station Foundation Binder Organization Guide explains how printed Civic Station Universal Core materials can be organized into physical reference collections.

The Universal Core is designed to support flexible use. A community, institution, department, or individual may organize materials according to their needs while preserving connections to the larger library.

Binder Organization Philosophy

A well-organized binder should make information easy to:

- Find • Understand • Update • Share • Preserve

Physical collections provide a practical way for communities without constant digital access to maintain civic knowledge resources.

Recommended Binder Structure

Section 1: Introduction and Navigation

Purpose:

Provide users with an understanding of the collection.

Recommended contents:

- Civic Station Foundation documents • Introduction materials • How to

Use guides • Glossaries • Navigation resources

Section 2: System Overviews

Purpose:

Provide broad understanding of civic systems.

Recommended contents:

- System family directories • Architecture maps • Topic guides

Section 3: Primary Reference Materials

Purpose:

Provide the main documents related to the collection topic.

Examples:

- Governance resources • Infrastructure resources • Public safety

resources • Education resources

Section 4: Operational Resources

Purpose:

Provide practical implementation and improvement materials.

Recommended contents:

- Operational Manuals • Community capability resources • Training

references

Section 5: Indexes and References

Purpose:

Help users navigate the collection.

Recommended contents:

- Master indexes • Relationship guides • Version information

Binder Types

Community Binder

Designed for:

- Community centers • Neighborhood groups • Public meetings

Focus:

- Civic understanding • Participation • Local improvement

Leadership Binder

Designed for:

- Elected officials • Civic leaders • Administrators

Focus:

- Governance • Planning • Performance • Stewardship

Department Binder

Designed for:

- Public offices • Service organizations

Focus:

- Specific systems • Operations • Improvement

Educational Binder

Designed for:

- Schools • Libraries • Learning programs

Focus:

- Civic literacy • Reference materials • Discussion resources

Binder Labeling

Each binder should clearly identify:

- Collection name • Topic or purpose • Version information • Archive

reference

Example:

Civic Station Universal Core

Community Leadership Reference Collection

Universal Core Architecture Edition 1.0

Updating Binders

Physical collections should periodically be reviewed.

Recommended practices:

- Add new editions when available • Remove outdated duplicates when

appropriate • Preserve historical versions when useful • Maintain document identifiers

Local Customization

Organizations may arrange binders according to local needs.

Examples:

- City-specific collections • Department collections • Educational

collections • Community project collections

Local additions should be clearly separated from original Universal Core materials.

The Purpose of Physical Collections

A binder is more than a storage method.

It creates a visible civic resource that can be shared during:

- Meetings • Training sessions • Community discussions • Educational

programs

Archive Information

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Document Information

Document ID: CSF-0030

Series: Civic Station Foundation

Version: Universal Core Architecture Edition 1.0

Version Publication Foundation Development Edition

Educational Use Guide

Title: Educational Use Guide

Purpose: Support classroom, training, research, and community-learning use of the library.

Relationship to Universal Core: This guide supplements CSF-0013 and points educators to existing modules without rewriting them as curriculum.

LEARNING GOALS

Universal Core can support learning about:

- Civic systems and institutions
- Governance and accountability
- Public services and infrastructure
- Community participation
- Planning and operations
- Records, knowledge, and stewardship

STARTER MATERIALS

- CS-001 — What is a Civic Station?
- CS-003 — Civic Knowledge Standard
- CSF-0005 — Understanding Civic Systems
- CSF-0013 — Library and Educational Use Guide
- CSF-0023 — Glossary of Universal Core Terms
- CSA-005 — Universal Civic Core Curriculum
- CSA-3310 through CSA-3318 — Civic Education family
- OM-1332 — Educational Outreach Systems Handbook

- OM-1334 — Civic Education Services Systems Handbook

TEACHING APPROACHES

- Compare framework roles within one CSA family.
- Trace one topic from foundation to architecture to operations.
- Build a local system map.
- Evaluate how document IDs support citation and preservation.
- Create a clearly labeled local case study without changing source files.

RESEARCH AND CITATION

Cite document ID, title, version, and archive. For reproducible work, record the SHA-256 from the release manifest.

AGE AND CONTEXT

Educators should select materials appropriate to learners and local context. Source documents are reference materials, not mandatory lesson scripts.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Accessibility And Inclusive Participation Handbook Reference Edition V1.0.0

OM-021

ACCESSIBILITY AND INCLUSIVE PARTICIPATION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-021

Title: Accessibility and Inclusive Participation Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-020

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1. PURPOSE

This handbook establishes recommended practices for making Civic Stations welcoming and accessible to the broadest practical range of community members.

Accessibility strengthens civic participation by reducing barriers to learning, volunteering, and public engagement.

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2. GUIDING PRINCIPLES

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Civic Stations should strive to be:

- Respectful • Inclusive • Understandable • Adaptable • Community

focused

Every person should be treated with dignity and respect.

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3. PHYSICAL

ACCESSIBILITY

When selecting facilities or hosting events, consider:

- Building access • Parking • Seating • Lighting • Restrooms •

Wayfinding • Emergency exits

Reasonable accommodations should be considered whenever practical.

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4. DIGITAL

ACCESSIBILITY

Digital resources should encourage accessibility by:

- Using clear language • Organizing information logically • Providing

readable documents • Maintaining consistent navigation • Supporting commonly available technologies

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5.

COMMUNICATION

Public communications should be:

- Clear • Accurate • Respectful • Easy to understand • Available through

multiple channels when practical

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6.

PARTICIPATION

Organizations should encourage participation from individuals with different experiences, backgrounds, skills, and perspectives.

Constructive participation strengthens civic knowledge.

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7. FEEDBACK

Invite feedback regarding accessibility by:

- Accepting suggestions • Reviewing reported barriers • Considering

practical improvements • Documenting meaningful changes

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8.

CONTINUOUS IMPROVEMENT

Accessibility should be reviewed periodically during:

- Facility planning • Event planning • Publication review • Technology

updates • Volunteer training

Incremental improvements can significantly expand participation.

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9.

DOCUMENTATION

Maintain records describing:

- Accessibility improvements • Community feedback • Implemented changes
- Future recommendations

These records support organizational learning.

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10.

LONG-TERM OBJECTIVE

The long-term objective is to foster Civic Stations that are welcoming, understandable, and accessible so that every community member has a meaningful opportunity to learn, participate, and contribute to civic life.

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END OF OM-021

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Reference and Library Connections

Glossary and Term Locator

Knowledge
: See the source modules and topic finder for uses of this term.

Information
: See the source modules and topic finder for uses of this term.

Organization
: See the source modules and topic finder for uses of this term.

Should
: See the source modules and topic finder for uses of this term.

Framework
: See the source modules and topic finder for uses of this term.

Csa
: See the source modules and topic finder for uses of this term.

Learning
: See the source modules and topic finder for uses of this term.

Metadata
: See the source modules and topic finder for uses of this term.

Workshop
: See the source modules and topic finder for uses of this term.

Educational

See the source modules and topic finder for uses of this term.

Local

See the source modules and topic finder for uses of this term.

Handbook

See the source modules and topic finder for uses of this term.

Architecture

See the source modules and topic finder for uses of this term.

Enterprise

See the source modules and topic finder for uses of this term.

Topic and Source Finder

- Community Organization Starter Package Guide
- Civic Station Community Network Civic Workshop Handbook Reference Edition V1.0.0
- Community Organization Pathway
- Universal Core Information Organization Framework
- Universal Core Knowledge Organization Framework
- - Civic Station Foundation Library And Educational Use Guide
- - Civic Station Foundation Binder Organization Guide
- Educational Use Guide
- Accessibility And Inclusive Participation Handbook Reference Edition V1.0.0

Related Publications

- Community Organization Starter (CSUC-CBL-005)
- Community Organization Core (CSUC-CBL-006)
- Cross-Sector Partnership Facilitator (CSUC-PAR-003)
- Volunteer Starter (CSUC-CBL-001)
- Volunteer Coordination Practice (CSUC-CBL-002)
- Civic Station Foundations (CSUC-FND-001)
- Core Reference Edition (CSUC-REF-001)

Archive Connection

The Civic Station source archive remains the source record for this publication and the larger library.

Edition Information

CSUC-CBL-007
Civic Station Universal Core
English-language publication master

What to Read Next

Continue with a related publication above or consult the complete library catalog for another pathway.